

**DEPARTMENT OF PUBLIC WORKS AND ENGINEERING**  
**Performance Evaluation of Construction Management and Inspection Services**

Name of Firm: \_\_\_\_\_  
Project/File No \_\_\_\_\_  
Project Manager: \_\_\_\_\_  
Contract Period: \_\_\_\_\_

	Score	Comments
<b><u>Initiate Construction</u></b>		
1. Prepare distribute pre-construction documents.	_____ (0 – 5)	_____
2. Project planning and organization, includes staffing plan and project briefing.	_____ (0 – 5)	_____
3. Prepare and conduct pre-construction meetings and distribute meeting minutes.	_____ (0 – 5)	_____
SUB TOTAL =		
	_____ <b>(0 – 15)</b>	
<b><u>Progress Construction</u></b>		
4. Schedule and conduct Monthly Progress Meetings.	_____ (0-5)	_____
5. Prepare and process Daily Construction Reports.	_____ (0-5)	_____
6. Process and respond to RFI's and Submittals.	_____ (0-5)	_____
7. Prepare and process Pay Estimates.	_____ (0-5)	_____
8. Prepare and process Requests for Proposals and Change Orders.	_____ (0-5)	_____
9. Manage CM resources	_____ (0-5)	_____
10. Implement, utilize, and maintain CIPMS	_____ (0-10)	_____
11. Support community relations and resolve Customer Service Requests.	_____ (0 - 10)	_____
12. Verify and enforce the contractor's compliance with contract documents.	_____ (0-10)	_____
13. Advise/resolve construction conflicts and issues.	_____ (0- 5)	_____
14. Demonstrate effort to fulfill M/WBE goal.	_____ (0-5)	_____
SUB TOTAL =		
	_____ <b>(0-70)</b>	

**Close Construction**

- |   |         |       |
|---|---------|-------|
| 15. Schedule and coordinate substantial completion inspection including preparation and resolution of punch list items. | _____   | _____ |
|   | (0 - 5) |       |
| 16. Schedule and coordinate Final Inspection.   | _____   | _____ |
|   | (0 - 5) |       |
| 17. Preparation of closeout documents and submittal of record documents to the City.                                    | _____   | _____ |
|   | (0 - 5) |       |

<b>SUB TOTAL =</b>	_____
	<b>(0 -15)</b>

<b>TOTAL OVERALL SCORE</b>	_____
Phase IV	(Max 0-100)

**Evaluated by:**

_____	_____
Project Manager	Date

_____	_____
Managing Engineer	Date

_____	_____
Consultant	Date

(Consultant may submit comments. If submitted, they will be attached hereto.)

**Approved**

_____	_____
Sr. Assistant Director	Date

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**Approved**

_____	_____
Deputy Director	Date
(Required for scores above 90 or below 70)	

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**Approved**

_____	_____
Director	Date
(Required for scores above 90 or below 60)	